

Major Duties and Responsibilities

1. English language youth outreach programs

Oversees and implements posts EL Scholarships and Access scholarships. Works with PD team, grant recipients, local partners and Washington to ensure that post offers a variety of scholarship programs and targets underserved youth from different ages and parts of the country. Ensures that post optimally utilizes funds offered by Washington as well as private sector donations. Delegates work as needed and identifies staffing needs. Works closely with section management to ensure goals in MSRP related to scholarships are met or exceeded. Specific tasks also include: working with educational service providers to formulate scholarship programs, seeking cost-sharing from the private sector, advertising the programs, forming and leading a team of PD and EL contacts during the pre-selection and selection of candidates, organizing award and graduation ceremonies, conducting progress evaluation during the two to 3.5 years of English instruction, organizing annual events to bring together participants and providing them with information on American society, values, and culture.

Oversees the Youth Ambassadors (YA) program. Works with PD team, Washington, and the local chapter of the implementing partner organization to maintain and improve the success of the YA program. Oversees the Comité Paraguay Kansas' implementation of the program, ensuring that they are satisfying the conditions of their grant, specifically: ensuring that the selection process is properly implemented, the program is being properly promoted, that YA community service projects are appropriately planned and executed, and coordinates the Embassy's involvement in this process. Develops creative strategies to improve the program in country. Identifies seasonal staffing needs created by the program and recommends strategies to deal with them. Plans and organizes all Embassy events and programming associated with the YA program including awards ceremonies and other events involving the Ambassador.

Coordinates with the Education USA academic advising center ensuring PD youth program participants have access to accurate and up to date information about studying in the United States and on the testing preparation needed for admissions. In addition coordinates the promotion of the DOS Opportunity Funds program to PD program participants and to State Alumni in Paraguay.

Coordinates State Alumni Events such as youth leadership conferences and gatherings as well as presentations on the United States at high schools and universities by American Officers. Upon evaluation of needs and time constraints and workload, formulates project proposals to the ECA Alumni

Project Competition to carry out projects that assist the Embassy with programming activities that involve alumni of exchange programs.

Oversees and develops the Building the Fulbright Future Program (BTFF). Works with cultural specialist, local partners and Washington to ensure post implements a Fulbright preparation program that improves the pool of Fulbright applicants and promotes mutual understanding between the U.S. and Paraguay. Works creatively to improve and expand this program. Works to ensure that post is able to secure BTFF funding if it is offered by Washington. Specific tasks also include: working with educational service providers to formulate BTFF program, advertising the program, forming and leading a team of PD and EL contacts during the pre-selection and selection of candidates, organizing award ceremonies, organizing enrichment activities for participants and providing them with information on preparing to apply for Fulbright and for studying in the U.S.

2. English language programs for scholars

Formulates proposals for the English Language Fellow Program by working with host institutions to identify fellow projects, submit proposals to ECA/A/L for competition, select Fellows from qualified applicants, ensure pre-arrival information and procedures are taken care of, provide and arrange in-country orientation and arrival-related logistical support, and ensures the host institutions understand their responsibilities. Serves as first line of communication with Fellows on all issues and concerns, troubleshooting problems as they arise, managing the logistics of the Fellow's ten month stay, and coordinating the participation of the Fellow at other English teaching institutions and other organizations. At the completion of the Fellowship, provides ECA/A/L a summary evaluation of the Fellowship's effectiveness.

Formulates proposals for the English Language Specialist Program by working with host institutions to identify needs and projects. Makes arrangements with host institution in regards to cost sharing the lodging and meals and incidentals. Sends Specialist proposals to ECA/A/L for competition. Communicates with the Specialist on all matters concerning the project, arranges the schedule of activities for the specialist including specialist's presentations, hotel reservations, and transportation and submitting highlights at the end of the program.

Formulates proposals to continue the Future English Teacher Scholarship Program, seeking funds from the RELO office, working and coordinating with the ISE and the CCPA to put together the program, coordinating the award ceremony, communicating with the students, and reporting on the performance of the students.

Manages the E-Teacher Scholarship Program. Specific activities include: announcing the call, preselecting applications, submitting nominations to Washington, being the main point of contact with the Universities in the U.S. and with the grantees before the start of the course, during the course and following. Follows up on the results of the courses, submitting reports, coordinating the delivery of their certificates of completion, encouraging them to register at the State Alumni Web Page, and to present certificates at teacher training workshops.

Assesses English learning institution's needs and capabilities in order to make recommendations about and to coordinate resources allocations. Acts as primary contact for PARATESOL identifying ways to support them.

Acquires suitable English Language Materials produced by the OELP for distribution to universities and English Teaching centers.

Coordinates and administers EFL Teacher Training Exchanges in the U.S. Advertises programs, pre-selects candidates, forms a PD selection team, process applications, arranges visa, and conducts pre-travel briefings, and debriefings following program participation. Coordinates the participation of Paraguayan representatives at the Annual TESOL Convention.

Coordinates and arranges the schedule of activities for visits of the Regional English Language Officer. Provides the RELO with background information on the English teaching institutions, organizations and on the existing EFL programs in the country. Promotes and does appropriate follow up of any training opportunities, courses, webinars, book donations offered by the RELO office. Solicits funds from the RELO office to carry out English Language Programs in Paraguay.

Coordinates PD's participation in Annual English Teaching Conferences organized by PARATESOL and APIP. Interacts with Bi-National Centers, English Language Institutions, English Teaching University departments and TESOL to develop programs on EFL that support USG objectives.

3. Other Duties:

Manages and arranges, when appropriate, Speaker Programs on Youth Outreach and EL/EFL issues. Develops and maintains high level contacts with post's target audience at the Paraguayan government ministerial level, NGOs, international organizations, educational organizations, cultural institutions and the private sector in order to effectively carry out MPP-based programming focused on youth and English language programs. Acts as primary contact with the local binational's academic department.

Identifies ways to streamline growing English language and youth programs. Identifies specific work that can be distributed to implementing partners through the grant process, work that can be delegated to other members of the PD team, and identify specific staffing needs for periods of peak workload. Continues to look for resources from Washington that could improve post's ability to manage English and youth programs. Also makes recommendations to section management on the amount of programming post is implementing, including recommending that post not participate in some programs if appropriate.